

## How to de-attach a file(s) in Hotmail

**Hotmail** New Delete Junk Sweep Mark

**Inbox (1026)**

**Folders**

- Junk (10)
- Drafts (24)
- Sent
- Deleted (25)
- \_Genealogy

**Inbox**

- All | Unread | Contacts
- atomic power review
- Keith Harvey, A @
- Windows S
- RF

Paperclip indicates this email has attachment(s). Click the email to open it.

test email with attachments

Keith Harvey  
To gharvey@hotmail.com

3 attachments (total 890.3 KB)

This email has 3 attachment(s)

cyberwhit...doc  
View online  
Download (98.5 KB)

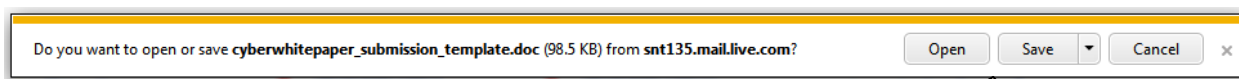
Download all as zip

Here are some s and a document for you

Regard

Or you can download all the attachment(s) as one zip file

**1** - Click the required Download Link. This gives the small panel below



**2** – Select Open or Save



Note these panels appear with Internet Explorer. You will get different type ones with other browsers – eg Firefox or Chrome

**3** – If you click Save then, after the save has completed, you get this small panel. Click as appropriate

## How to attach a file(s) in Hotmail

**1 - Click New (Mail)**

**2 - Enter recipient(s)**

**3 - Click Attachments**

**4 - Navigate / Select where to get the file(s)**

**5 - Select your file(s).** (Hold down the Ctrl key to select multiple files. Doesn't work in all browsers)

**6 - Click Open to attach the file(s)**

**7 - Click Send when your email is ready**

Note your selected files will show here (Only in some browsers)

When attached they will show here. If you change your mind then clear the relative 'X' boxes on each file

Hotmail

Inbox (1031)

Folders

Junk (10)

Drafts (23)

Sent

Deleted (18)

\_Genealogy

Gizmo

New Delete Junk Sweep

Send Save draft Rich text

To: Jake (hotwater@climatechange.gov.au)

Subject: Attaching a file

Insert: Attachments Office docs Photos From Bing Emoticons

Tahoma 10 B

Some text in the body of the email

Open

Desktop

Name Size Item type Date mo

Name	Size	Item type	Date mo
525911L_dd_uc.pdf	848 KB	Foxit Reader PDF ...	10/12/20
Adelaide & Oliivia.j...	702 KB	IrfanView JPG File	17/08/20
Adelaide.JPG	747 KB	IrfanView JPG File	17/08/20
Audacity 1.3 Beta (...)	2 KB	Shortcut	4/09/201
Evidence NetTools Pr...	2 KB	Shortcut	13/07/20
Blackboard Collabo...	9 KB	JNLP File	14/09/20
calibre-portable	2 KB	Shortcut	2/09/201
CC Reader	2 KB	Shortcut	24/02/20
Chilean Volcan.jpg	91 KB	IrfanView JPG File	12/06/20
CrossLoop G...	2 KB	Shortcut	15/10/20
Curren...	2 KB	Shortcut	24/02/20
Curren...	2 KB	Shortcut	24/02/20
cyber...	2 KB	Shortcut	12/10/20
Dane Rev...	2 KB	Shortcut	13/01/20

File name: "Chilean Volcan.jpg" "Adelaide & Oliivia" "Adelaide.JPG"

Open Cancel

Send Save draft Spell check Rich text Cancel

To: Jake (hotwater@climatechange.gov.au)

Subject: Attaching a File

Insert: Attachments Office docs Photos From Bing Emoticons

Total size: 791.8 KB of 25.0 MB

Adelaide & Oliivia.jpg (701.5 KB) X Chilean Volcan.jpg (90.3 KB) X

Tahoma 10 B I U

Some text in the body of the email

Regards,  
Keith  
Muswellbrook Seniors Computer Club: <http://sites.google.com/site/mscc2333/>  
My Soapbox: <http://sites.google.com/site/harvey45/coalhouse>